STAND ALONE PLANNING GUIDANCE RESOURCE TOOL **Employment & Training Administration** Office of Workforce Investment March, 2007

The following pages identify publications, organizations and web pages that can provide economic, labor market and workforce information that is of value in developing state WIA plans. The document is organized by sections in the DOL preliminary planning guidance (Ref: http://www.doleta.gov/usworkforce/wia-planning-guidance/standalone.cfm). Hyperlinks to resources are provided.

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	State Vision	page 3
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	Overarching State Strategies	page 9
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I. National Strategic	I. National Strategic Direction Demand-driven Workforce Investment	•	Training and Employment Guidance Letter No. 13-06 Instructions for Workforce Investment Act and Wagner-Peyser Act State Planning and
Direction	System within a Regional Economic		Waiver Requests for Years Three and Four of the Strategic Five-Year State
Demand-	Development Context		Plan (Program Years 2007-2008)
driven	7. The workforce investment system		http://wdr.doleta.gov/directives/attach/TEGL/TEGL13-06.pdf
Workforce	actively collaborates with economic	•	Workforce Innovation in Regional Economic Development (WIRED)
Investment	development, business, and education		Initiative http://www.doleta.gov/wired/
System	partners to gather and analyze a wide	•	State Census Data Center: http://www.census.gov/sdc/www/
within a	array of current and real-time	•	Local Employment Dynamics (LED) provides local labor market conditions
Regional	workforce and economic data in order		such as employment, job creation, turnover, and earnings by industry, age
Economic	to create new knowledge about		and gender for 44 states. http://lehd.dsd.census.gov/led/
Development	regional economies and support	•	State Profiles & LMI (Links to state website URLs through Career InfoNet),
Context	strategic planning, routinely track		select a state and view statistics:
	economic conditions, measure		http://www.careerinfonet.org/state_intro.asp
	outcomes, and benchmark economic	•	President's High Growth Job Training Initiative at
	competitiveness in the global	_	http://www.doleta.gov/BRG/JobTrainInitiative/
	marketplace.	•	Career Voyages provides data on the high growth industries and specific
		l _	occupations nationally and by state. http://www.careervoyages.gov The Workforce ³ One Webspace is an innovative knowledge network for
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			strategic partners in regional economic competitiveness. http://www.workforce3one.org/
			Bureau of Economic Analysis http://www.bea.gov
			Federal Reserve Board's Beige Book
			http://federalreserve.gov/FOMC/BeigeBook/2007/
			National Center for Education Statistics (NCES) http://www.nces.ed.gov
			Census: http://www.census.gov
			Workforce ³ One's Self Paced Learning - Using a Demand Driven Focus to
			Engage Employers http://www.workforce3one.org
		•	Federal Research and Development and Venture Capital funding can be
			identified using the Workforce and Innovation Technical Solution decision
			support tool for regional economies. Currently 14 states participate in the
			WIRED initiative and have access to this tool at
			http://wired.extendthereach.com/
II. State	II. State Planning Instructions		State "Blueprints" discussing the respective roles of education, workforce
Planning	State Vision		development and economic development
Instructions -		-	State "Vision" papers setting forth workforce preparation objectives
State Vision	statewide workforce investment system.		Governor's State of the State Address
	Provide a summary articulating the	•	Governor's Budget Address
	Governor's vision for utilizing the	-	Priority Items on State Legislative Agendas

	resources of the workforce system in	State Economic Development Strategies State Employment Strategies
	support of the State's economic development that address the issues and	 State Employment Strategies.
	questions below. (Ref: § 112(a) and (b)(4)(A-C).)	
II. State Planning Instructions State Vision	A. What are the State's economic development goals for attracting, retaining	 The National Governors Association's Center for Best Practices published an Issue Brief Enhancing Competitiveness: A Review of Recent State Economic Development Initiatives The document is available at http://www.nga.org/center/divisions/1,1188,C_ISSUE_BRIEF%5ED_7817,0_0.html The National Governors Associations' Center for Best Practices has also published A Governor's Guide to Creating a 21st-Century Workforce. The document is available at http://www.nga.org/cda/files/AM02WORKFORCE.pdf The Economic Development Administration within the Department of Commerce provides a link to state economic development resource web pages through http://www.eda.gov/Resources/Resources.xml State Economic Development Reports Career Voyages provides data on the high growth industries and specific occupations nationally and by state. http://www.careervoyages.gov U.S. Census Bureau's web-based Community Development for Economic Hot Reports Local Employment Dynamics (LED) provides local labor market conditions such as employment, job creation, turnover, and earnings by industry, age and gender for 44 states. http://lehd.dsd.census.gov/led/ For states with WIRED Regions, the Workforce and Innovation Technical Solution (WITS) tool provides access to comprehensive economic and workforce related data Information about national industry-specific occupational employment and wage estimates for industries in all sectors at the Bureau of Labor Statistics Occupational Employment Statistics Web site: http://www.bls.gov/oes/current/oessrci.htm Narrative information on industries at the BLS Career Guide to Industries at http://www.bls.gov/oes/cg/home.htm Workforce³ One's Self Paced Learning - Charting a High Growth Strategic Future http://www.workforce3one.org Workforce³ One's Self Paced Learning - Charting a Demand Driven Focus to

	T	Form to Free Land to the Management Co.
		Engage Employers http://www.workforce3one.org
II. State Planning Instructions State Vision	B. Given that a skilled workforce is a key to the economic success of every business, what is the Governor's vision for maximizing and leveraging the broad array of Federal and State resources available for workforce investment flowing through the State's cabinet agencies and/or education agencies in order to ensure a skilled workforce for the State's business and industry? (Ref: § 112(a) and (b)(4)(A-C).)	 State Agency Audit Reports Reports from outside agencies on combining funds Reports from Governor's Federal Grant Coordinator Federal Research and Development and Venture Capital funding can be identified using the Workforce and Innovation Technical Solution decision support tool for regional economies. Currently 14 states participate in the WIRED initiative and have access to this tool at http://wired.extendthereach.com/ Industry Profiles by state: To find occupations within a selected industry, see Career InfoNet Industry Information: http://www.careerinfonet.org/industry/Ind_State.aspx?id=8&nodeid=10= Occupation Information: To profile skills in a known occupation, see Career InfoNet Occupation Information: http://www.careerinfonet.org/acinet/occ_intro.asp To profile skills and other characteristics in all nationwide occupations, see the Occupational Information Network (O*NET) system at http://online.onetcenter.org/ Find emerging industry skill needs and tools to develop and understand competency models, see Competency Model Clearinghouse http://www.careeronestop.org/competencymodel/
II. State Planning Instructions State Vision	C. Given the continuously changing skill needs that business and industry have as a result of innovation and new technology, what is the Governor's vision for ensuring a continuum of education and training opportunities that support a skilled workforce? (Ref: § 112(a) and (b)(4)(A-C).)	 Governor's addresses/speeches before employers, employer associations, Chambers of Commerce, etc. Meeting reports of business and industry with the education community Chamber of Commerce or similar organization Advisory Committees on Education Business Training Resources American Society for Training & Development (ASTD) has reports on the types of training businesses conduct http://www.astd.org/astd Occupation Information: To profile skills in a known occupation, see Career InfoNet Occupation Information: http://www.careerinfonet.org/acinet/occ_intro.asp Find emerging industry skill needs and tools to develop and understand competency models, see Competency Model Clearinghouse http://www.careeronestop.org/competencymodel/ To profile skills and other characteristics in all nationwide occupations, see the Occupational Information Network (O*NET) system at http://online.onetcenter.org/

II. State Planning Instructions - State Vision	D. What is the Governor's vision for bringing together the key players in workforce development including business and industry, economic development, education, and the workforce system to continuously identify the workforce challenges facing the State and to develop innovative strategies and solutions that effectively leverage resources to address those challenges? (Ref: § 112 (b)(10).)	 Workforce³ One's Self Paced Learning - AACC- The Demand for IT Skills Across High Growth Industries http://www.workforce3one.org Governor's or official state websites that address workforce strategies Sample: http://www.governor.maryland.gov/commerce.html Reports of Governor's Summits on Workforce Initiatives Special Commission and Advisory Group reports on specific industries Evidence of program collaborations Reports from statewide colloquia, conferences, "listening forums" and symposiums on specific business-related issues Speakers' Bureau for workforce investment related issues Conference calls, informal chat rooms and e-mail correspondences that address the concerns and challenges of the workforce investment system. ETA's links to the State Workforce Information Core Products and Services Plans: http://www.doleta.gov/programs/2004Reportsand2005Plans Workforce Innovation in Regional Economic Development (WIRED) Initiative http://www.doleta.gov/wired/ The Workforce³ One Webspace is an innovative knowledge network for strategic partners in regional economic competitiveness. http://www.workforce3one.org/ National Governors Association (NGA) – Innovation America, Cluster-Based Strategies for Growing State Economics http://www.nga.org/portal/site/nga/menuitem.9123e83a1f6786440ddcbee http://www.nga.org/portal/site/nga/menuitem.9123e83a1f6786440dcbee
II. State Planning Instructions - State Vision	E. What is the Governor's vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training, including the youth most in need, such as out of school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farmworker youth, and other youth at risk? (Ref: § 112 (b)(18)(A).)	 ETA's TEGL 28-04 New Strategic Vision for the Delivery of Youth Services Under the Workforce Investment Act (WIA): "Expanding ETA's Vision for the Delivery of Youth Services under WIA to include Indian and Native American Youth and Youth with Disabilities" http://wdr.doleta.gov/directives/attach/TEGL28-05.pdf ETA's Youth Vision TEGL #3-04 http://wdr.doleta.gov/directives/attach/TEGL3-04.pdf State's statistics on youth Meeting Reports from the Governor's Youth Office Youth agencies' collaborations WIA Youth Performance Data State LMI (Links to state LMI website URLs through Career InfoNet): http://www.careerinfonet.org/select_state.asp State Census Data Center: http://www.census.gov/sdc/www/ Local Employment Dynamics (LED) provides local labor market conditions

		such as employment, job creation, turnover, and earnings by industry, age and gender for 44 states. http://lehd.dsd.census.gov/led/ Career Voyages educates young people about the high growth industries and the in-demand occupations they offer. The site also highlights the full range of education options. http://www.careervoyages.gov Statewide listing of all community colleges and information on youth programs is included in America's Service Locator: http://www.servicelocator.org/ Workforce ³ One's Self Paced Learning - The Connection Point: Preparing Disconnected Youth for the Labor Market http://www.workforce3one.org Workforce ³ One's Self Paced Learning - Demand-Driven Youth Vision: Re-Engagement of Youth Forum State Teams Webinar http://www.workforce3one.org
IV. Economic and Labor Market Analysis	IV. Economic and Labor Market Analysis As a foundation for this strategic plan and to inform the strategic investments and strategies that flow from this plan, provide a detailed analysis of the State's economy, the labor pool, and the labor market context. (Ref: § 112 (b)(4).)	State economists reports Consultation with state LMI shops, economic development organizations, state WIBs. Directory of state WI, LMI, and Research Directors at www.workforceatm.org under "member services." State LMI (Links to state LMI website URLs through Career InfoNet): http://www.careerinfonet.org/select_state.asp Workforce Information Database: www.workforceinfodb.org Bureau of Economic Analysis http://www.bea.gov Federal Reserve Board's Beige Book http://federalreserve.gov/FOMC/BeigeBook/2007/ BLS Web site: http://www.bls.gov EconData.Net: http://econdata.net Funded by the U.S. Economic Development Administration and Bureau of Census, this site provides links to over 400 sources of socioeconomic data at the state and local levels State Census Data Center: http://www.census.gov/sdc/www/ Workforce ³ One's Self Paced Learning - The Value of Projections in a Demand-Driven System http://www.workforce3one.org The Workforce and Innovation Technical Solution decision support tool for regional economies contains a wide variety of public and private sector integrated databases that can display population, workforce characteristics, industry, and occupational information, history of jobs post on public and private job banks and more with functionality to display the information on user-controlled geographic information system maps. Currently 14 states participate in the WIRED initiative and have access to this tool at http://wired.extendthereach.com/

IV. Economic and Labor Market Analysis	A. What is the current makeup of the State's economic base by industry?	 State Profiles & LMI (Links to state website URLs through Career InfoNet), select a state and view statistics: http://www.careerinfonet.org/state_intro.asp Industry Information Career InfoNet Industry Information: http://www.careerinfonet.org/acinet/industry/default.aspx?id=8,&nodeid=8 Federal Reserve Information provides economic information for 12 regional areas www.federalreserve.gov State Census Data Center http://www.federalreserve.gov State Product Resources – Information on all industries in the state: http://www.bea.gov/bea/regional/gsp.htm BLS Tool – Quarterly Covered Employment and Wages (QCEW/ES-202): http://www.bls.gov/cew/ The Workforce and Innovation Technical Solution decision support tool for regional economies contains a wide variety of public and private sector integrated databases that can display population, workforce characteristics, industry, and occupational information, history of jobs post on public and private job banks and more with functionality to display the information on user-controlled geographic information system maps. Currently 14 states participate in the WIRED initiative and have access to this tool at http://wired.extendthereach.com/

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	B. What industries and occupations are	•	State Occupational Projections Information: www.projectionscentral.com
and Labor	projected to grow and/or decline in the		(consult with State LMI Unit)
Market	short term and over the next decade?	•	Fastest-Growing Occupations Career InfoNet's Fastest Growing Occupations
Analysis			(must select a state):
	C. In what industries and occupations is		http://www.careerinfonet.org/acinet/select_educ.asp?next=oview1&optstat
	there a demand for skilled workers and		us=&id=1,8,&nodeid=3&soccode=&stfips=&jobfam=&ShowAll
	available jobs, both today and projected	-	State Profiles & LMI (Links to state website URLs through Career InfoNet),
	over the next decade? In what numbers?		select a state and view statistics:
			http://www.careerinfonet.org/state_intro.asp
		-	Industry Information Career InfoNet Industry Information:
			http://www.careerinfonet.org/acinet/industry/default.aspx?id=8,&nodeid=8
		-	Occupation Information To profile skills in a known occupation, see Career
			InfoNet Occupation Information:
			http://www.careerinfonet.org/acinet/occ_intro.asp
		-	Directory of State WI, LMI, and Research Directors at
			www.workforceatm.org under "member services."
		-	Career Voyages provides data on the high growth industries and specific
			occupations nationally and by state. http://www.careervoyages.gov
		-	Occupational Supply & Demand System (OSDS):
			http://www.occsupplydemand.org
		•	BLS Career Guide to Industries and Occupational Outlook Handbook
			(national perspective): www.bls.gov/oco/cg/home.htm .
IV. Economic	D. What jobs/occupations are most critical		Information cited in the Governor's vision
and Labor	to the State's economy?		State WIB, economic development organizations, state LMI offices
Market	to the state of occurring t	-	Federal Reserve Information provides economic information for 12 regional
Analysis			areas www.federalreserve.gov
7 ii lai y o i o			State's list of jobs
		-	Local university studies
			Occupation Information To profile skills in a known occupation, see Career
			InfoNet Occupation Information:
			http://www.careerinfonet.org/acinet/occ_intro.asp
			The Workforce and Innovation Technical Solution decision support tool for
			regional economies contains a wide variety of public and private sector
			integrated databases that can display population, workforce characteristics,
			industry, and occupational information, history of jobs post on public and
			private job banks and more with functionality to display the information on
			user-controlled geographic information system maps. Currently 14 states
			participate in the WIRED initiative and have access to this tool at
			http://wired.extendthereach.com/
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IV. Economic and Labor Market Analysis	E. What are the skill needs for the available, critical and projected jobs?	 Analyses of current jobs (job banks), critical jobs (Item d. above), and projected jobs and consultation with employers of those occupations Occupation Information To profile skills in a known Occupation, see Career InfoNet Occupation Information: http://www.careerinfonet.org/acinet/occ_intro.asp Occupational Supply & Demand System (OSDS): http://www.occsupplydemand.org
IV. Economic and Labor Market Analysis	F. What is the current and projected demographics of the available labor pool (including the incumbent workforce) both now and over the next decade? G. Is the State experiencing any "in migration" or "out migration" of workers that impact the labor pool?	 State LMI Reports. Some state LMI Units do additional research and analyses on this topic with LED data and/or UI Wage records and other administrative databases. State Census Data Center www.census.gov/sdc/www.sdctxt.html Local Employment Dynamics (LED) provides local labor market conditions such as employment, job creation, turnover, and earnings by industry, age and gender for 44 states. http://lehd.dsd.census.gov/led/ BLS Tools: Business Employment Dynamics(BED) http://lehd.dsd.census.gov/led/ BLS Tools: Business Employment Dynamics(BED) http://www.bls.gov/bdm/ Current Employment Statistics (CES) http://www.bls.gov/cps/ National Job Openings and Labor Turnover Survey (JOLTS) http://www.bls.gov/cps/, National Job Openings and Labor Turnover Survey (JOLTS) http://www.bls.gov/jlt The Workforce and Innovation Technical Solution decision support tool for regional economies contains a wide variety of public and private sector integrated databases that can display population, workforce characteristics, industry, and occupational information, history of jobs post on public and private job banks and more with functionality to display the information on user-controlled geographic information system maps. Currently 14 states participate in the WIRED initiative and have access to this tool at http://wired.extendthereach.com/
and Labor Market Analysis	H. Based on an analysis of both the projected demand for skills and the available and projected labor pool, what skill gaps is the State experiencing today and what skill gaps are projected over the next decade?	 Governor's Priorities Reports from the State's Education System – Including higher education National Center for Education Statistics (NCES) http://www.nces.ed.gov To profile skills and other characteristics in all nationwide occupations, see the Occupational Information Network (O*NET) system at http://online.onetcenter.org/ Occupational Supply & Demand System (OSDS): http://www.occsupplydemand.org Conclusions from ongoing data analysis
IV. Economic	I. Based on an analysis of the economy	State "Vision" papers setting forth workforce preparation objectives

and Labor Market	and the labor market, what workforce development issues has the State identified? J. What workforce development issues has the State prioritized as being most critical to its economic health and growth?	 Governor's State of the State and Budget Addresses Priority Items on State Legislative Agendas State Economic Development and Employment Strategies State WIB Reports and Plans State education reports on training supply, results and feedback from secondary and post-secondary education at the state and local levels State Community College networks Conclusions from ongoing data analysis State WIB Reports and Plans Current WIA Plan State Economic Analyses
Analysis		 President's High Growth Job Training Initiative at http://www.doleta.gov/BRG/JobTrainInitiative/ Conclusions from ongoing data analysis
V. Overarching State Strategies	V. Overarching State Strategies C. Based on the State's economic and labor market analysis, what strategies has the State implemented or plans to implement to target industries and occupations within the State that are high growth, high demand, and vital to the State's economy? (Ref: § 112(a), § 112 (b)(4)(A).) 1. Industries projected to add a substantial number of new jobs to the economy; or 2. Industries that have a significant impact on the overall economy; or 3. Industries that impact the growth of other industries; or 4. Industries that are being transformed by technology and innovation that require new skill sets for workers; or 5. Industries that are new and emerging and are expected to grow.	 Conclusions from ongoing data analysis State WIB Reports and Plans Industry Cluster analyses done by state LMI offices and some state economic development organizations (not done in every state) Economic development organization reports Chamber of Commerce reports NGA – Innovation America, Cluster-Based Strategies for Growing State Economics http://www.nga.org/portal/site/nga/menuitem.9123e83a1f6786440ddcbee b501010a0/?vgnextoid=1a5f496c350f0110VgnVCM1000001a01010aRCRD NGA - The 2007 State New Economy Index: Benchmarking Economic Transformation in the States http://www.nga.org/portal/site/nga/menuitem.9123e83a1f6786440ddcbee b501010a0/?vgnextoid=b3df496c350f0110VgnVCM1000001a01010aRCRD State projections data from state LMI www.projectionscentral.com (consult with state LMI Unit). State Profiles & LMI (Links to state website URLs through Career InfoNet), select a state and view statistics: http://www.careerinfonet.org/state_intro.asp Industry Information Career InfoNet Industry Information: http://www.careerinfonet.org/state_intro.asp?id=8,1,11,&nodeid=8 Career Voyages provides data on the high growth industries and specific occupations nationally and by state. http://www.careervoyages.gov
V. Overarching	F. What workforce strategies does the State have to support the creation,	 Reports: State WIB, Economic development organization, Chamber of Commerce, Small Business Administration reports

State Strategies	sustainability, and growth of small business and support for the workforce needs of small businesses as part of the State's economic strategy? (Ref: § 112 (b)(4)(A) and 112 (b)(17)(A)(i).)		CareerOneStop Business/HR Portal: www.careeronestop.org/employers/employers.asp CareerOneStop Business Center: www.careeronestop.org/BUSINESS/BusinessCenterHome.asp Workforce ³ One's Self Paced Learning - Partnerships Between Workforce Development and the SBA as an Economic Development Strategy http://www.workforce3one.org
IX. Service Delivery – B. Workforce Information	IX. Service Delivery – B. Workforce Information 1. Describe how the State will integrate workforce information into its planning and decision making at the State and local level, including State and local Boards, One-Stop operations, and case manager guidance.	•	NGA- Innovation America, Cluster-Based Strategies for Growing State Economics http://www.nga.org/portal/site/nga/menuitem.9123e83a1f6786440ddcbee b501010a0/?vgnextoid=1a5f496c350f0110VgnVCM1000001a01010aRCRD
IX. Service Delivery – B. Workforce Information	2. Describe the approach the State will use to disseminate accurate and timely workforce information to businesses, job seekers, and employment counselors, in easy to use formats that are readily accessible within One-Stop Career Centers and at remote locations such as libraries, schools, worksites, and at home.		ETA's links to the state Workforce Information Core Products and Services Plans: http://www.doleta.gov/programs/2004Reportsand2005Plans State Workforce Informer sites, e.g. http://www.workforceexplorer.com/
IX. Service Delivery – B. Workforce Information	3. Describe how the State's Workforce Information Core Products and Services Plan is aligned with the WIA State Plan to ensure that the investments in core products and services support the State's overall strategic direction for workforce investment.		Governor's Priorities ETA's links to the State Workforce Information Core Products and Services plans: http://www.doleta.gov/programs/2004Reportsand2005Plans State Performance Information
IX. Service Delivery – B. Workforce Information	4. Describe how State workforce information products and tools are coordinated with the national electronic workforce information tools including America's Career Information Network and Career Voyages.		America's Career InfoNet: http://www.acinet.org Career Voyages provides data on the high growth industries and specific occupations nationally and by state. http://www.careervoyages.gov To profile skills and other characteristics in all nationwide occupations, see the Occupational Information Network (O*NET) system at http://online.onetcenter.org/ America's Service Locator: http://www.servicelocator.org/